



Human Resources

Davie County Government

123 South Main | Mocksville, NC 27028 | 336.753.6015

Program Leader Part-Time Davie County Recreation & Parks

Definition of Work: Performs general and technical support to staff. Assists the department with day-to-day operations of Community Park and facilities that includes organizing, facilitating and instructing a variety of recreation program services, inputting data, performing transactions, maintaining files and records. Work is performed under the general supervision of the Recreation and Parks Management team. Limited supervision is exercised over volunteers and independent contracted instructors. Regular, predictable, full attendance is an essential function of the job.

Essential Functions:

- Performs duties in accordance with the County of Davie mission, vision and values; encourages and promotes a culture of excellent customer service.
- Plans, develops, organizes and supervises diverse mix of recreational programs in compliance with all COVID-19 local, state, and national guidelines.
- Develops realistic program proposals, action and risk management plans for all services following COVID-19 guidelines to maintain a safe environment, and to improve overall health.
- Instructs a variety of recreation programs for all ages while ensuring compliance with Davie County rules and regulations while maintaining a safe environment, including additional COVID-19 disinfectant procedures.
- Performs customer service functions including providing information about programs, park operations, rules and regulations through communication via telephone, in person, and in written form.
- Provides assistance in planning, developing, and delivering marketing and communication materials.
- Collects money and makes change for various programs, reservations, and park amenities; keeps accurate records of financial transactions received.
- Performs opening and closing procedures for facilities, assists with cleaning, disinfecting facilities, and reports any maintenance issues.
- Supervises independent contracted program instructors, athletic coaches, officials, and volunteers.
- Prepares various participant rosters, scorekeeping, revenue reports for athletic programs, events and facility utilization.
- Prepares and analyzes written or computer data.
- Assists with set up, breakdown and general execution of county programs, events and rentals facilitated by the department.
- Adheres to assigned work schedule as outlined in the Department and County Personnel Policy.
- Performs other duties as assigned or required.

Physical Requirements: Work requires the frequent exertion up to 15 pounds of force and occasional exertion up to 30 pounds of force. Work regularly requires sitting, standing, walking, lifting, speaking and hearing.

Education and Experience: Graduation from high school and Associate's degree from college or university or with major course work in community recreation, education, business, office systems technology, or communications. Work experience in customer service preferred.

Special Requirements: Possession of CPR and First Aid certification preferred. Valid driver's license in the State of North Carolina. Schedule includes days, evenings, weekends, and holidays as needed.

Salary: \$10.05-11.05 /hr

Apply online at www.daviecountync.gov

DavieCountyNC.gov  

Davie County is an Equal Opportunity Employer.

Our Equal Employment Opportunity Plan is located at DavieCountyNC.gov under Human Resources.

